

**APPLICATION FOR STATE OF HAWAII WASTEWATER OPERATOR
CERTIFICATION EXAMINATION**

Mail to: Board of Certification of Operating Personnel in Wastewater Treatment Facilities Department of Health, State of Hawaii 1350 Sand Island Parkway, Building 3A Honolulu, Hawaii 96819 Phone (808) 832-5478 Fax (808) 832-3496	Do Not Write in This Space – Office Use Only Date Received: _____ Amount Received: _____ Amount Due: _____ Total CEUs: _____ Comments: _____
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INSTRUCTIONS ON COMPLETING THIS APPLICATION IS ATTACHED.**SECTION A: GENERAL INFORMATION**

(Please Print) (LAST) (FIRST) (M.I.)

Street, Box, Route

City and State Zip Code

Home Phone Work Phone Fax Number

SECTION B: APPLICATION AND EXAMINATION FEE

- Applying for Examination for Operator Grade: 1 2 3 4
Circle Grade # or #'s if requesting two examination levels. **Grade level must be indicated.**
- Current license no.: _____ Issuance date: _____
- Submit only a \$25.00 application fee for each examination** applied for. You will be notified after application has been reviewed of qualification for examination and fee required.

Attach check or money order payable to the STATE OF HAWAII. DO NOT SEND CASH!**SECTION C: WORK EXPERIENCE**

- List only your treatment plant operations experience. Each plant worked at must be listed separately. For each plant, list both the start and end dates and the **total number of hours** worked. Note: Experience as a plant worker, sewer maintenance crewmember, chemist, lab technician or pump station operator **does not** qualify as work experience to take the certification examinations.

Operator Experience		Mo/Day/Year		Total Hours
Name of Plant	Plant Type	From	To	

2. EMPLOYMENT VERIFICATION (Check one only):

A. _____ I have reviewed the above work experience and have verified the operating work experience and hours of employment of the applicant.

B. _____ I have reviewed the above and can verify only the following work experience items.

One-year of full-time employment in the actual operation of a wastewater treatment plant shall be at least 1,632 hours (no more than one year of such experience may be accumulated within a twelve-consecutive-month period). I certify under penalty of law that the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine for knowing violations.

Signature: _____

(Present Employer or DRC)

Print Name _____

Phone No. _____

Certificate No. _____
(if applicable)

SECTION D: EDUCATIONAL AND TRAINING COURSES

1. Name and location of high school attended: _____

Attach copy of high school diploma.

2. University or college courses/degrees received: _____

Attach official copy of college/university transcripts and diplomas.

3. Continuing Educational Credits (CEUs): (please provide copy of certificate(s))

<u>NAME OR TITLE OF COURSE</u>	<u>DATE OF COURSE</u>	<u>#of CEUs</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION E: SIGNATURE

I certify that all the information contained in this application is true and correct to the best of my knowledge and belief. I understand that knowingly making false statements may result in revocation of any certificate granted to under the provisions of Hawaii Administrative Rule, '11-61-5(d)(1).

I also consent to allowing the Board to investigate and verify my employment record and other statements for the purpose of determining qualification for certification examination.

Signature: _____ Date: _____

INSTRUCTION SHEET FOR FORM 1
APPLICATION FOR EXAMINATION FOR CERTIFICATION

IMPORTANT: EACH APPLICATION MUST INCLUDE THE FOLLOWING.
FAILURE TO SUBMIT/COMPLETE WILL RESULT IN AUTOMATIC DENIAL OF APPLICATION.

- 1) Applicant's signature.
- 2) Employment verification.
- 3) Indicate examination grade applying for.
- 4) Copy of high school diploma or GED. **(GRADE 1 ONLY)**
- 5) Copy of college/university diploma and transcripts.
- 6) Copy of all training certificates; or
- 7) Official listing from the Board of items 4, 5 and 6 above.
This information must be requested no later than _____.
- 8) **Application fee only (\$25.00 per exam) CHECK or MONEY ORDER only.**

GENERAL INFORMATION

The following information is provided to assist the applicant in completing the APPLICATION FOR EXAMINATION FOR CERTIFICATION form.

Please follow instructions and complete all of the sections. Failure to complete the application correctly, failure to provide the required information, or failure to submit the application on or before the application due date are all grounds to deny processing the application. There will be no exceptions to this.

WHO SHOULD USE THIS FORM

If this is the first time that you are applying for the examination, you must complete this form. If you have previously taken or qualified to take the examination you are applying for, use the REAPPLICATION FOR EXAMINATION FOR CERTIFICATION form.

IMPORTANT NOTICE: EFFECTIVE JUNE 1, 1993, NO REFUNDS OR CREDITS WILL BE GIVEN TO APPLICANTS FAILING TO SIT FOR ANY EXAMINATION.

SECTION A: GENERAL INFORMATION

This information must be completely filled out. All information requested must be supplied. No exceptions will be accepted. Information supplied in this section will be used to contact and mail all correspondence to you.

SECTION B: APPLICATION AND EXAMINATION FEE

1. The applicant must state which examination(s) is being applied for. Check the appropriate box(es). No more than two examinations can be applied for at any one time.
2. For each examination applied for in item 1 above, submit a **\$25.00 application fee. Do not send payment for examination until notification of qualification is received.** Application fee(s) must be paid in full by check or money order payable to the **STATE OF HAWAII**. Do not send cash.

SECTION C: WORK EXPERIENCE

1. List only wastewater treatment plant operations experience. If you are responsible for or have work experience at more than one facility during the same time period, do not list as separate work experience. Work experience as plant workers, grounds keepers, sewer maintenance crewmembers, chemist, lab technician, or pump station operators do not qualify as work experience unless specifically part of the wastewater operator's job description. **Work experience will only be credited up to the exam application deadline date.**
2. You must have your work experience and employment verified. Have your immediate supervisor, DRC, treatment plan owner or employer verify your employment and job title by signing either Part 2A or 2B;

- 2A All employment experience listed above Section C-1 is verified and is true; or
2B Only a portion of the experience listed in Section C-1 is verified and is true.

SECTION D: EDUCATIONAL AND TRAINING COURSES

1. Provide the name and location of the high school attended. Provide a copy of high school diploma or equivalent.
2. Provide an official copy of any college or university degrees received and a copy of college or university transcripts.
3. Provide a listing of Continuing Educational Credits (CEUs) that you have taken with copies of certificates. The title of course, date taken and sponsor must be listed.

An official listing of your CEUs on record can be obtained by faxing the completed Request for Public Record form to the Statewide Wastewater Training Center at (808) 832-3496. You may obtain this form via the website at:

<http://www.hawaii.gov/health/environmental/water/wastewater>

The listing will include all training courses sponsored by the Statewide Training Center. Ken Kerri volumes, Michigan State University courses, college/university courses and high school graduation confirmation will also be included if documentation was previously submitted. Attaching this official listing will not require copies of certificates/diplomas for sources/credits listed.

For education and training courses not sponsored by the Statewide Training Center, additional material regarding course content and hours of training may be required for review by the Board.

SECTION E: SIGNATURE

You must sign and date the application. Unsigned/undated applications will be returned to the applicant provide that the application is received five (5) working days prior to the application due date. Unsigned/undated applications received less than five (5) days prior to the application due date will be not be returned and applicants will **not** qualify to take the examinations.